

Chapter 17 Appendices

Appendix A: Key Milestones

Key Milestones	Date	Dept	Bureaus	Auditor	OIG
Load financial data into Hyperion (non-quarter ending months only)	5 th business day after month end		X		
Complete Elimination Entries (non-quarter ending months only)	7 th business day after month end		X		
Provide Intra-Dept Child Trial Balances to Parent (non-quarter ending months only)	8 th business day after month end		X		
Complete all adjustments and finalize Hyperion Data (non-quarter ending months only)	12 th business day after month end		X		
Complete financial statements (non-quarter ending months only)	12 th business day after month end		X		
FACTS II Window, 1st Qtr	January 8-24		X		
IFCS Window, 1st Qtr	January 9-24		X		
TROR Window, 1st Qtr	January 16-31		X		
Load 1st Qtr Financial Data into Hyperion	January 5		X		
Complete elimination entries	January 10		X		
Provide Intra-Dept Child Trial Balances to Parent	January 11		X		
Provide 1 st Qtr FECA liability to bureaus	January 11	X			
Submit 1 st Qtr Financial Statements, edit checklist, and variance analysis to PFM (Hyperion journal module locked for bureaus)	January 16		X		
Submit 1 st Qtr Consolidated Financial Statements to OMB	January 21	X			
Submit 1 st Qtr (F) transaction files to Treasury	January 24	X			
Reconcile Treasury's 1 st Qtr federal trading partner material difference report	February 5	X			
Finalize Hyperion COA	February 28	X			
Finalize Financial Statement and Note Hyperion Files	March 30	X			
Post 2 nd Qtr accruals	March 30		X		
FACTS II Window, 2 nd Qtr	April 6-23		X		
IFCS Window, 2 nd Qtr	April 9-24		X		
TROR Window, 2 nd Qtr	April 16-30		X		
Load 2 nd Qtr Financial Data into Hyperion	April 6		X		
Complete elimination entries	April 10		X		
	Date	Dept	Bureaus	Auditor	OIG

Key Milestones

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Provide Intra-Dept Child Trial Balances to Parent	April 11		X		
Provide 2 nd Qtr FECA liability to bureaus	April 11	X			
Submit 2 nd Qtr Financial Statements and variance analysis to PFM (Hyperion journal module locked for bureaus)	April 16		X		
Submit 2 nd Qtr Consolidated Financial Statements to OMB	April 21	X			
Submit 2 nd Qtr Footnotes and edit checklist to PFM	April 23		X		
Submit 2 nd Qtr (F) transaction files to Treasury	April 24	X			
Complete 2 nd Qtr Consolidated Footnotes	April 27	X			
Heritage and Stewardship 3 rd Qtr draft disclosures	May 1		X		
Reconcile Treasury's 2 nd Qtr federal trading partner material difference report	May 5	X			
Submit SBR – SF133 reconciliation to PFM	May 11		X		
Provide initial Solicitors' legal letter to OIG	June 21	X			
Test and finalize accrual methodologies	June 30		X		
Have future minimum lease payments available for auditors	June 30		X		
Post 3 rd Qtr accruals	June 30		X		
FACTS II Window, 3 rd Qtr	July 9-24		X		
IFCS Window, 3 rd Qtr	July 9-24		X		
TROR Window, 3 rd Qtr	July 16-30		X		
Load 3 rd Qtr Financial Data into Hyperion	July 6		X		
Complete elimination entries	July 11		X		
Provide Intra-Dept Child Trial Balances to Parent	July 12		X		
Provide 3 rd Qtr FECA liability to bureaus	July 12	X			
Submit 3 rd Qtr financial statements and notes to PFM (Hyperion journal module locked for bureaus)	July 16		X		
Submit 3 rd Qtr edit checklist and variance analysis to PFM	July 16		X		
Submit RSI and RSSI to PFM	July 16		X		
Complete validation and liquidate invalid UDOs	July 20		X		
Submit 3 rd Qtr Consolidated Financial Statements to OMB	July 21	X			
Submit 3 rd Qtr (F) transaction files to Treasury	July 24	X			
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Provide Draft 3 rd Qtr Consolidated PAR to auditors Provide Draft 3 rd Qtr Bureau Reports to auditors Reconcile Treasury's 3 rd Qtr federal trading partner material difference report Confirm Master Appropriation File (MAF) Data to PFM and confirm Hyperion Entity Structure Submit SBR – SF133 reconciliation to PFM Provide Comments to 3 rd Qtr Consolidated PAR (comments to 3 rd Qtr Consolidated PAR (comments required from all parties) May Evidence of Provide Comments to 3 rd Qtr Consolidated PAR (comments required from all parties) May Window opens Provide NFRs to Burcaus When Identified GFRS Window opens September 10 Submit MAF to Treasury Provide planned year-end AJE schedule to PFM September 21 September 21 September 23 X Provide OPM imputed costs to bureaus September 28 Provide OPM imputed costs to bureaus September 30 September 30 September 30 September 30 September 30 September 30 Solicitors I' update to legal letter October 1 Solicitors I' update to legal letter October 1 Solicitors I' update to legal letter October 4 Provide 4 rd Qtr Financial Data into Hyperion Porvide 4 rd Qtr Unemployment liability to bureaus Provide 1 rd Qtr Financial Data into Hyperion October 6 Sol I' update to legal letter October 7 Na I' update do shall the shift to bureaus Provide 4 rd Qtr Financial Data into Hyperion October 7 Na I' update do shall the shift to bureaus Provide final Trial Balance (without Child data) data, if applicable) to auditors Provide final Trial Balance (without Child data) auditors Provide final Trial Balance (with Child data) october 8 Provide Trial Balance (with Child data) october 9 Provide Grand Trial Balance (with Child data) october 9 Provide Grand Trial Balance (with Child data) october 9 Provide Trial Balance (with Child data) october 9 Provide Trial Balance (with Child data) october 9 Provide Grand Trial Balance (wit	r .			•		1
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Key Milestones Date Dept Bureaus Auditor OIG		October 9-19		X		
	Key Milestones	Date	Dept	Bureaus	Auditor	OIG

October 5-22

FACTS II Window, 4th Qtr

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TROR Window, 4 th Qtr	Oct 15-Nov 15	1 [v		1
	OCI 13-NOV 13		X		1
Provide Draft Bureau Annual Report (to include RSI, RSSI and Final Performance Data) to auditors, electronic copy to PFM (Hyperion journal module locked for bureaus)	October 15		X		
Complete Edit checklist and Financial Analysis	October 15		X		
Bureau Finance Officers provide Self Certifications for Parent/Child Reporting to PFM	October 15		X		
Hyperion lock down at 12:00 p.m. EST	October 15	X			
4 th Qtr Intra-governmental ("F" transactions) data due to Treasury	October 19	X			
Circulate Draft PAR for surname comments	October 19	X			
Provide Draft Consolidated PAR to auditors	October 19	X			
Provide comments on draft reports and proposed adjustments approved by the Department to Bureaus	October 24			X	
Provide comments on Draft Consolidated PAR to PFM	October 24	X	X	X	
Provide Final Bureau Annual Report to auditors, electronic copy to PFM	October 26		X		
Submit signed Financial Manager and CFO checklists on Final Annual Reports	October 26		X		
Provide GFRS Footnotes for PPE and Inventory	October 26		X		
Submit Final Consolidated PAR to auditors	November 1	X			
Submit Draft PAR to OMB for Review	November 1	X			
Provide signed Management Representation Letter to auditors	November 5		X		
Submit Financial Statement Closing Package to auditors	November 5	X			
Solicitors 2 nd update to legal letter	November 7	X			
Provide Draft Consolidated Audit Report to Department	November 9				X
Provide final Audit Opinion/Report for Consolidated Financial Statements to the Department (with Department Comments)	November 12				X
Department's Final PAR with Audit Opinion submitted to OMB	November 13	X			
Submit Financial Statement Closing Package to Treasury	November 15	X			
Submit GFRS Opinion to Treasury	November 16				X
Submit Closing Package Material Difference/Status of Disposition Certification Report to Treasury	November 26	X			



FACTS I Window closes	November 30	X		
Issue final Bureau Audit Reports	December 15			X